

# ***Merit Promotion Announcement***

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**POSITION:** Purchasing Agent, GS-1105-05/06/07 (Target GS-07)

**SALARY RANGE:** GS-05: \$27,228 - \$35,392 per annum  
GS-06: \$30,350 - \$39,455 per annum  
GS-07: \$33,726 - \$43,845 per annum

**ANNOUNCEMENT NO.:** 04 -797-02

**NUMBER OF VACANCIES:** 1

**VA Office of Acquisition and Materiel Management (OA&MM)  
National Acquisition Center (NAC) – National Contracts Service  
Hines, Illinois**

**OPENING DATE:** December 2, 2003

**CLOSING DATE:** December 23, 2003

**DISTRIBUTION:** Government -wide Chicago Commuting Area Only

**AREA OF CONSIDERATION:** Government -wide, ACTAP/ICTAP, VRA, 30% or more Disabled Veterans, other Veterans (see #5 in the “Special Notes” section), Reinstatement, etc. Eligibles only in the Chicago Commuting Area

## **RELOCATION EXPENSES ARE NOT AUTHORIZED.**

**COMPLETED APPLICATION MATERIALS MUST BE RECEIVED** IN THE HINES HRMD OFFICE BY THE CLOSE OF BUSINESS (4:30 P.M. CST) December 23, 2003. (Completed application materials mean that all required forms (i.e., SF, 171, OF-612, performance appraisals, etc.) as outlined under the “How to Apply” section of this announcement.

**APPLICANTS MUST INDICATE IN THEIR APPLICATION PACKAGE THE LOWEST GRADE AND/OR SALARY THEY WILL ACCEPT.**

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**DUTIES:** The incumbent serves as a purchasing agent with delegated contracting officer authority involving the purchasing of pharmaceuticals and medical supplies through small purchase procedures, formal competitive bid procedures and negotiated procedures by choosing the most cost effective method of making the purchase. The incumbent performs the full range of contract administration duties related to contracts which when awarded are national in scope (e.g., National Contracts, Federal Supply Schedule (FSS) and Prime Vendor Distribution Program, Special Contracting and Contract Administration). The incumbent serves as the contracting officer, contract negotiator, contract administrator, for the lower valued (\$25,000 or less) contracts awarded by the division and ordering from higher valued contracts. The incumbent develops, prepares, negotiates and formally advertises national contracts with potential suppliers offering products under the small purchase procedures using the Federal Acquisition Regulations, Part 13; recommends relative to price adjustments, deviations from contract terms and conditions, delivery schedules and changes, supplemental agreements, change orders, and other related matters; negotiates terms and conditions and issues resultant purchase orders, delivery orders, and contracts in support of emergency and interim procurement requisitions and when applicable in support of the Center of Disease Control and other special initiatives. Issues orders against established contracts and administer them through acceptance and payment; utilizes Federal Supply Schedule program to determine material availability under FSS contracts and issues orders against FSS contracts; coordinates throughout the contract administration process with quality assurance personnel, auditors, program personnel, general counsel, personnel from contractor firms and the general public at large; maintains data on requisitions, orders and Supply fund; develops realistic and attainable milestones for the projects; and monitors work in progress and assures timely accomplishment of assigned workload. **(Duties at the GS-05 and GS-06 grade levels are performed under closer supervision.)**

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**QUALIFICATION REQUIREMENTS:**

This is a summary of the qualification standards as outlined in Qualifications Standards Handbook (replaces OPM X-118) dated July, 1993. See your Human Resources Management Division for information on qualifications as specified in the Qualification Standard.

GRADE	EXPERIENCE		OR	EDUCATION
	GENERAL	SPECIALIZED		
GS-05	None	1 year at least equivalent to GS-04		4 years of education above high school*
GS-06	None	1 year at least equivalent to GS-05		No Substitution
GS-07	None	1 year at least equivalent to GS-06		No Substitution

**SPECIALIZED EXPERIENCE:** Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of this position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next grade level.

**EDUCATION SUBSTITUTION:** Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable. This education must have been obtained in accredited business, secretarial or technical school, junior college or university. One year of full-time academic study is defined as 30 semester hours (45 quarter hours or equivalent) in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

**SPECIAL NOTES:**

1. All candidates must meet the minimum requirements of qualifications standards established by the VA or the OPM (Qualifications Standards Handbook).
2. Candidates must meet statutory and regulatory requirements including time-in-grade (which is one year at the at the GS-04 for the GS-05; one year GS-05 for the GS-06, and one year at the GS-06 for the GS-07) and time-after competitive appointment requirements in order to be eligible for consideration.
3. Once a properly constructed promotion certificate is issued, it may be used for up to six months after the issuance date.
4. Selection at the GS-05 or GS-06 grade level **does not** guarantee promotion to the next higher grade level.
5. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
6. If your agency does not use training records **or** your training record is not current, you may use plain bond paper to list your training which should include the title(s) and date(s) of completed training.

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7. In accordance with VA Handbook 5005, "Staffing", (formally VA Directive 5295, "Title 5 Employment Applications") in Chapter 3, Paragraph 1c, VA employees **must** submit an OF-612, "Optional Application for Federal Employment" when applying for VA Title 5 positions. The SF-171, Application for Federal Employment" may be substituted for the OF-612 if the employee so chooses. **No resumes or other written format will be accepted from VA employees by this office.**
8. In accordance with HRM Letter No. 05-01-01 please note that this office will no longer be able to use the Official Personnel Folders (OPFs) during the merit promotion process for the VA employees assigned to Stations 794 (SAMS), 796 (SDC), and 797 (NAC), which are serviced by this office. Therefore, effective immediately employees assigned to the aforementioned stations must submit complete application packages as outlined in the "HOW TO APPLY" section of this announcement.

**NOTE:** If you are a displaced or surplus Federal employee, see the special instructions for priority selection consideration on the last page of this announcement. Applicants desiring priority selection consideration under the Agency Career Transition Assistance Program (A-CTAP) must be rated among the "well-qualified" group of candidates. "Well-qualified" for this position includes those candidates who have been determined to meet or exceed the fully satisfactory level of the crediting plan for the rating elements listed above.

**BEST QUALIFIED DETERMINATION (KSAs):** Qualified promotion candidates will be ranked on the basis of their experience, education, appraisals, training, awards, and outside activities to the extent that they show possession of the rating factors listed below:

1. Ability to evaluate preliminary purchase considerations, understand basic regulatory requirements for small purchases and solve basic problems that may occur during the administration phase of the purchasing cycle.
2. Knowledge of contract administration (e.g., negotiations, bids, awards, etc.) to purchase supplies and other items, preferably pharmaceuticals and medical supplies.
3. Knowledge of computer/word processing system (i.e., IFCAP or comparable system) in order to process orders).
4. Ability to establish controls and other administrative requirements to insure proper management to delivery orders issued and planning work so as to handle all procedures associated with orders.
5. Ability to apply applicable procedures for completing deliver orders, including arithmetic procedures (e.g., discounts, sufficient to compare prices).
6. Knowledge of the Federal Acquisition Regulations (FAR), preferably Part 13 and VA acquisition regulations, rules, and policies or equivalent.

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**HOW TO APPLY:** *All Current VA Employee Applicants:* 1. Please complete VA Form 5-4078, "Application for Promotion or Reassignment". 2. Submit an application for employment, which may be a SF-171, "Application for Federal Employment", or an OF-612, "Optional Application for Federal Employment". 3. You must also submit VA Forms 5-4676a and 5-4667b using rating factors (KSAs) listed above as well as your training record, current Annual Performance Appraisal and latest SF-50B (Notification of Personnel Action), ***which shows your current title, series, grade, and salary.*** 4. Copy of your official college transcript(s). All items listed must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141, no later than the closing date shown on this announcement.**

***Applicants from other Federal Agencies:*** 1. Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format. Your resume or other application materials, other than the OF-612, must contain the information found in OPM Pamphlet No. 510, "Applying for a Federal Job." 2. Submit a copy of your most recent SF-50B (Notification of Personnel Action), which ***shows your current title, series, grade, and salary,*** a current Performance Appraisal, and a copy of your training record. 3. Applicants are also responsible for responding to the rating factors (KSAs) and having their immediate supervisor respond to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). 4. Copy of your official college transcript(s). The application package, items 1, 2, 3 and 4, must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

**Applicants under other Appointing Authorities (i.e., Reinstatement):** 1. Submit an application for employment, which may be a SF-171 "Application for Federal Employment" or an OF-612, "Optional Application for Federal Employment". 2. Submit a copy of your separation SF-50B (Notification of Personnel Action), ***which shows the last title, series, grade, and salary held,*** Performance Appraisal, if available, **and** a copy of your training record (or equivalent), if applicable. 3. Applicants are also responsible for responding to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). 4. Copy of your official transcript(s). 5. Submit an OF 306, Declaration of Federal Employment. The application package, items 1, 2, 3, 4, and 5, must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

***Applicants applying under any Special Appointment Authority for Veterans:*** 1. Submit an application for employment, which may be a resume, an OF-612, "Optional Application for Federal Employment," or other written format **and** a copy of ***all*** DD-214s. Your resume or other application materials, other than the OF-612, must contain the information found in OPM Pamphlet No. 510, "Applying for a Federal Job." 2. Submit a copy of your college transcript(s). 3. Applicants are also responsible for responding to the rating factors (KSAs) listed in this announcement under Best Qualified Determination (use plain paper). 4. Copy of your official college transcript(s). The application package, items 1, 2, 3 and 4, must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141 by the closing date shown on this announcement.**

**Overnight Address:** If you wish to send an overnight package by an organization other than the U.S. Postal Service you should send your package to VA National Acquisition Center, Human Resources (90N-HR), 1<sup>st</sup> Avenue 1 Block North of 22<sup>nd</sup> Street, Building 37, Hines, Illinois 60141.

**ACTAP/ICTAP APPLICANTS:** In addition to submitting the application materials listed above, please follow the instructions at the end of this announcement. All items listed must be ***received*** by the **VA National Acquisition Center, Human Resources Management Division (90N-HR), P.O. Box 76, Hines, IL 60141, no later than the closing date shown on this announcement.**

5.

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National Contracts Service

Hines, Illinois

This office will retain all applications and supporting documents. **Please do not submit copies of previous job (position) descriptions, manuscripts, personal endorsements (such as letters/memos of appreciation/recommendations), certificates (such as training, awards, appreciation, etc.) or other unsolicited materials. If such materials are submitted they will be removed from your application materials. After receipt, no requests for copies will be honored. Failure to comply with all the application procedures may result in an applicant being rated ineligible for the position or receiving less than full credit in the evaluation and ranking process.**

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Use of postage-paid government agency envelopes to file job applications is a violation of Federal laws and regulations. ***Applications submitted in postage-paid government envelopes or any fax machine will not be accepted.***

**THE POSTING** of this announcement is a solicitation for applications from current VA employees for competitive considerations. It does not, however, restrict the right to consider or select applicants from any other recruitment source such as reassignment, appointment, demotion, transfer, reinstatement or special appointment authorities such as those for disabled veterans, veterans readjustment appointment (VRA) eligibles, severely disabled individuals, etc.

**All applicants tentatively selected for VA employment (in a testing designated position) are subject to urinalysis to screen for illegal use prior to employment. Applicants who refuse to be tested will be denied employment.**

**ACTIONS** to fill this position will not be based on discriminatory factors which are prohibited by law.

**THIS POSITION IS LOCATED IN A SMOKE FREE BUILDING.**

**DAVID C. POLLARD**  
Human Resources Specialist  
Human Resources Management Division  
(708)786-7715

Distribution: Government-wide

## **SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration you must:

1. Be a displaced Federal employee. You **must** submit a copy of the appropriate documentation such as a RIF separation notice, or a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice, retired **on** the effective date of the RIF and submits Standard Form 50 that indicated "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

### **OR**

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.). There is no longer a passive third-party referral program.

6. Be rated well-qualified for the position.

#### **SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED VA EMPLOYEES**

A displaced or surplus employee is entitled to receive selection priority for jobs within his/her own agency before other persons, either within or outside the agency, may be selected under the provisions of the Agency Career Transition Assistance Program (ACTAP). That entitlement is subject to the following conditions:

1. The employee must not have been separated yet by RIF; eligibility ends on the RIF separation date;
2. The employee must apply on his(her) own for the vacancy. There is no longer a passive, third-party referral program. The application must be filed timely.
3. Have a current performance rating of record of at least fully successful. *A copy of the performance appraisal must be submitted with the application.*
4. The vacancy must be in the same commuting area as the employee's duty station.
5. The vacancy must be at or below the grade level of the job from which the employee will be separated. The vacancy must also have no greater promotion potential than the position from which the employee will be separated.
6. The employee must be rated well-qualified for the position.
7. The employee must submit a copy of the certification/displacement letter addressed to the employee. This information will be verified with the employee's servicing Human Resources Management Division.